Hand Delivered -
Mail to Corp.
8-5-19 CD

Liberty Utilities

LIBERTY UTILITIES HAS GOOD NEWS TO SHARE!

Liberty Utilities is excited to inform you that we have received final approval and clarification from the NH Public Utilities Commission to proceed with the Conversion of the Monadnock Marketplace to Compressed Natural Gas (CNG).

Additional work and preparation is still required before we can complete your final conversion to CNG, but we expect to complete it before the upcoming heating season.

We will continue to update you as we firm up the dates, times and details.

Thank you all for your patience and cooperation during this process.

Stephen Rokes
Manager – Gas Operations
Keene Division

80 Pearl Street, P.O. Box 438, Keene, NH 03431
www.libertyutilities.com

From: Steve Rokes
To: "Daniel Fisher"
Cc: Christy Davis
Subject: RE: Monadnock Marketplace Keene Natural Gas conversion
Date: Friday, September 6, 2019 12:48:00 PM

Hello Dan,

Thank you for reaching out to me and my apologizes for the delayed response.

We are expecting to perform the conversions beginning the week of September 29th. I need to coordinate with the individual stores on the exact dates and times. I expect to mail some correspondence to all locations early next week. We may also begin to convert some of the heating units at some of the buildings as early as next week. Some units will remain operable on the propane/air mix until the day of their conversion in case it gets "chilly" and some heat is needed.

The entire conversion is broken down into four segments or phases. We expect to complete one phase per day so we expect to complete it within that week.

I will contact you next week to discuss additional details. Please call me on my cell if you have any immediate questions.

Thank you again for your patience.

Steve Rokes | Liberty Utilities (New Hampshire) **|** Manager, Keene
P: 603-352-1230 | C: 603-209-2582 | E: Steve.Rokes@libertyutilities.com

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From: Daniel Fisher [mailto:dfisher@kprcenters.com]
Sent: Tuesday, August 27, 2019 3:56 PM
To: Steve Rokes <Steve.Rokes@libertyutilities.com>
Subject: Monadnock Marketplace Keene Natural Gas conversion

Steve,

I am the new property manager for the plaza. Can you keep me posted along the way on progress for the gas conversion? I need to know a start date when you have it, and any onsite logistics that may impact our tenants. I understand you will be converting all our RTU's. Let me know if you foresee any interruptions in day to day tenant operations for this project, and I will plan accordingly.

Thank you,

KATZ PROPERTIES RETAIL

Daniel Fisher ¦ Property Manager
617.841.9412 | Dfisher@Kprcenters.com
1266 Furnace Brook Parkway
Quincy, MA 02169 Suite 100
Website¦ Facebook ¦ LinkedIn ¦ Twitter

Mailed to All Monadnock Market place Customers - 9-9-19

Liberty Utilities

September 9, 2019

Dear Liberty Utilities Customer:

As you may have already heard, Liberty Utilities received final approve from NH Public Utilities Commission to proceed with the conversion of the Monadnock Marketplace to compressed natural gas (CNG). Liberty Utilities is currently planning to perform the conversions from Propane/air to natural gas, beginning the week of Sept. 29, 2019. To carry out this work, Liberty Utilities has purchased all the needed parts to convert our current customer's appliances and equipment. Some of these conversions will need to be performed overnight and some during the day. Liberty has employed the use of local contractors to help us complete this work safely and efficiently. The material and labor costs of converting your gas appliances and equipment will be covered by Liberty.*

Liberty will be in contact with the local store manager in the upcoming weeks to schedule a specific date and time for that stores conversion. We look forward to working together with you to ensure a smooth transition during the conversion. If you have questions, please call us at 603.352.1230.

Respectfully,

Steve Rokes

Steve Rokes

Manager-Liberty Utilities-Keene Division

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*If during the appliance and equipment conversions, pre-existing safety code violations are encountered, remedy costs associated with the safety violation are the responsibility of the customer. Liberty will work with you to resolve unexpected safety issues.

80 Pearl Street, P.O. Box 438, Keene, NH 03431
www.libertyutilities.com

Emailed to John Burns
9-9-2019

Liberty Utilities

September 9, 2019

NOTICE

RE: PERMITS

Your appication for a permit may involve installation or repair of gas burning equipment that is served by Liberty Utilities. It is important to note that there are two fuel sources currently in use through the underground gas distribution system:

- Propane/Air
- Natural Gas

Equipment served with Propane/Air will require appliance modification to properly run on the fuel mix. No modification is required on natural gas equipment. Gas meters should be labeled with stickers indicating what source of fuel is being used at that location. If a label is eligible or missing please contact Liberty Utilities at 603.352.1230 for more information.

Mailed Sept 9 2019

Liberty Utilities

September 9, 2019

Dear Contractor,

Liberty Utilities will be converting businesses at the Monadnock Marketplace, located at Ashbrook Rd, Keene, NH, to clean-burning natural gas, beginning the week of September 29, 2019. These businesses will no longer use the mix of propane/air that was previously supplied. All appliances and equipment will be fueled by natural gas.

All gas meters will be labeled indicating that the fuel source is natural gas. Please note that this switch to natural gas only applies to the Monadnock Marketplace at this time. We will be switching both residential and commercial customers elsewhere in Keene over the next several years. When working in Keene, always check the meter for a label that indicates the type of fuel. If a label is eligible or missing please contact the office at 603.352.1230.

Please remember, you must apply at the City of Keene Fire Department for a permit before installing any gas equipment.

Respectfully,

Steve Rokes

Manager-Liberty Utilities-Keene Div

80 Pearl Street, P.O. Box 438, Keene, NH 03431
www.libertyutilities.com

From: Steve Rokes
To: "Daniel Fisher"; "Fred McFadden"
Cc: Christy Davis; Robert Mostone; Shawn Furey
Subject: RE: LIBERTY UTILITIES CONVERSION
Date: Saturday, September 28, 2019 3:54:00 PM

Hi Dan,

I'll provide you with what our estimates and proposed schedule is for each phase of the project. Please keep in mind that these are estimates and the outcome of each Phase will affect the next. I am also in contact with each location and keeping them informed and made the necessary arrangements. We will barricade our work zones for the safety of our employees and contractors as well as the store's employees and customers. We expect minimal disruption to vehicle traffic and minimal if any disruption for store access. Normal day to day functions and deliveries have also been discussed and there should be minimal impact. If you have any questions after reviewing any of this please call me.

The Distribution System (underground gas lines, service lines to customers and meter sets) and Customers have been divided into 4 phases. Details of each phase is listed below. Distribution System work will be performed by Liberty Utilities qualified personnel and consist of: removing the Propane/Air Gas (P/A) from the system, pressure testing the system, rebuilding meter set and installing new regulators and gas meters and then the introduction of the Natural Gas (NG) into the system. Each Customer gas meter will be labeled indicating that the system is now Natural Gas.

The Conversion of customer equipment will be performed by local licensed and approved HVAC contractors and managed by Liberty Utilities. Once the conversions are complete and natural gas has been introduced into the system, each piece of equipment will be checked and started to ensure proper operation. All equipment will be tagged with a label indicating that the appliance has been converted to operate on natural gas.

- **Phase 1**, Monday Sept.30 - Yankee, Kay, Chili's, Longhorn, Vacant Unit
  - 9:00 am - Perform conversions of roof top units during the day, units remain off until introduction of Natural Gas (NG)
  - 9:00 pm - Stage for Work on Distribution System
  - 10:00 pm – Isolate system and shut off P/A Gas Supply, begin Distribution work and inside appliance conversions
  - 4:00 am – Complete Distribution work and introduction of NG to system, continue conversions and start-up of equipment
  - 6:00 am – Phase 1 Conversion Complete

- **Phase 2**, Tuesday Oct. 1 - Price Chopper, Vacant Unit
  - 2:00 pm - Begin conversions of roof top units and other equipment as it is shut off for the day
  - 5:00 pm - Stage for Work on Distribution System

  - 6:00 pm – Isolate system and shut off P/A Gas Supply, begin Distribution work and continue equipment conversions
  - 12:00 am – Complete Distribution work and introduction of NG to system, continue conversions as needed and start-up of equipment
  - 6:00 am – Phase 2 Conversion Complete

- **Phase 3**, Wednesday Oct. 2 - NH Liquor Store, Michael's
  - 10:00 am - Stage for Work on Distribution System
  - 11:00 am – Isolate system and shut off P/A Gas Supply, begin Distribution work
  - 2:00 pm - Begin conversions of roof top units and other equipment
  - 4:00 pm – Complete Distribution work and introduction of NG to system, continue conversions as needed and start-up of equipment
  - 7:00 pm – Phase 3 Conversion Complete

- **Phase 4**, Thursday Oct. 3 - Pet Store, Ulta, Bed&Bath, Pier One, Game Stop, Dick's, Target, Mattress Store, Planet Fitness
  - 7:00 am - Stage for Work on Distribution System
  - 7:00 am - Begin conversions of roof top units and other equipment
  - 8:00 am – Isolate system and shut off P/A Gas Supply, begin Distribution work and continue equipment conversions
  - 4:00 pm – Complete Distribution work and introduction of NG to system, continue conversions as needed and start-up of equipment
  - 7:00 pm – Stop Phase 4 and operate customers on completed heating units for the night, return Friday

- **Phase 4**, Continued Friday Oct. 4 –
  - 7:00 am – Continue with any remaining conversions and start-ups from Phase 4 or any other Phases that may require additional work
  - 4:00 pm – All Phases expected to be complete

Also, during the month of October we will need to excavate some areas that were previously excavated to complete distribution work that was required for the Conversion project. Once this work is complete we will repair and replace any asphalt that Liberty Utilities has disturbed.

Thank you so much for your patience during this process. We are sure you and your customers will be happy with the completion of this project. Please contact me with questions or for a status of the project.

Respectfully,

Steve Rokes | Liberty Utilities (New Hampshire**) |** Manager, Keene
P: 603-352-1230 | C: 603-209-2582 | E: Steve.Rokes@libertyutilities.com

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From: Daniel Fisher [mailto:dfisher@kprcenters.com]
Sent: Friday, September 27, 2019 8:23 AM
To: Steve Rokes <Steve.Rokes@libertyutilities.com>

Cc: Christy Davis <Christy.Davis@libertyutilities.com>
Subject: RE: LIBERTY UTILITIES CONVERSION

Thanks Steve, let me know if you can share with me a detailed plan to send out to all of our tenants at the corporate level. Can you have a rep drop off plans to store managers onsite?

Daniel Fisher ¦ Property Manager
617.841.9412 ¦ Dfisher@Kprcenters.com

From: Steve Rokes <Steve.Rokes@libertyutilities.com>
Sent: Thursday, September 26, 2019 11:52 PM
To: Daniel Fisher <dfisher@kprcenters.com>
Cc: Christy Davis <Christy.Davis@libertyutilities.com>
Subject: RE: LIBERTY UTILITIES CONVERSION

Thanks so much Dan. Will keep you posted!

Steve Rokes | Liberty Utilities (New Hampshire**) |** Manager, Keene
P: 603-352-1230 | C: 603-209-2582 | E: Steve.Rokes@libertyutilities.com

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From: Daniel Fisher [mailto:dfisher@kprcenters.com]
Sent: Thursday, September 26, 2019 9:52 AM
To: Steve Rokes <Steve.Rokes@libertyutilities.com>
Cc: Christy Davis <Christy.Davis@libertyutilities.com>
Subject: RE: LIBERTY UTILITIES CONVERSION

Hi Steve,

Yes you can access the vacant units. Old party city key is located by the lockbox in the rear of the building combo 1975.

Key for space next to Yankee candle is located in the rear of the building, combo 1975. Let me know if you into any issues.

Daniel Fisher ¦ Property Manager
617.841.9412 ¦ Dfisher@Kprcenters.com

From: Steve Rokes <Steve.Rokes@libertyutilities.com>
Sent: Thursday, September 26, 2019 7:01 AM
To: Daniel Fisher <dfisher@kprcenters.com>
Cc: Christy Davis <Christy.Davis@libertyutilities.com>
Subject: LIBERTY UTILITIES CONVERSION

Good morning Dan,

Just a quick update, we are scheduled to begin the conversions on Monday night Sept. 30th. I have been in touch with all the stores involved and have been starting to email them about particulars.

We expect to complete the conversions by next Thursday. I will send you a more detailed plan later today or tomorrow.

Also, we will need access to the vacant Units so we can complete the conversions for those as well.

Any questions please call or text me if you do not get a timely reply to an email! Thank you.

Steve Rokes | Liberty Utilities (New Hampshire) | Manager, Keene
P: 603-352-1230 | C: 603-209-2582 | E: Steve.Rokes@libertyutilities.com
80 Pearl Street, Keene, NH 03431

Liberty Utilities

September 15, 2016

Dear Liberty Utilities Customer:

Liberty Utilities is currently in the planning process to convert a portion of our Keene distribution system from propane/air to modern natural gas in 2017. To carry out this work Liberty Utilities will need to purchase needed parts to convert current customer appliances and equipment. In October and November of this year we will be visiting all of our customers in the conversion area to inventory and gather information regarding the appliances and equipment that would be converted. The material and labor cost of converting your gas appliances and equipment will be covered by Liberty.[i] You can be assured that Liberty Utilities will continue to keep you informed of our progress as the conversion plan develops.

So that we can schedule a time to inventory appliances, we are gathering updated telephone numbers and email addresses for customers in the conversion area. We are requesting that you please complete and mail back the enclosed information card with preferred contact information. A self-addressed postage paid reply envelope has also been included for your convenience.

Beginning in October we will be contacting customers to schedule a convenient time so that we may gain access to your property to take an inventory of your gas appliances and equipment. If you have questions, please call feel free to call us at (603) 352-1230. We look forward to seeing you in the upcoming weeks to inventory your appliances.

Respectfully,

Steve Rokes
Manager – Liberty Utilities Keene Division

[i] If during the appliance and equipment inventory survey pre-existing safety code violations are determined remedy costs associated to the safety violation are the responsibility of the customer. Liberty will work with you to resolve unexpected safety issues.

Liberty Utilities

Keene Customer Reply Card

I use gas for: □ Heating | □ Hot Water | □ Cooking | □ Laundry | □ Other

Customer type: □ Commercial | □ Residential

Business Name (if applicable): _____

Street Address: _____

Contact Name: _____

Daytime Telephone: _____

Email: _____

Liberty Utilities

Keene Customer Reply Card

I use gas for: □ Heating | □ Hot Water | □ Cooking | □ Laundry | □ Other

Customer type: □ Commercial | □ Residential

Business Name (if applicable): _____

Street Address: _____

Contact Name: _____

Daytime Telephone: _____

Email: _____

Liberty Utilities

Keene Customer Reply Card

I use gas for: □ Heating | □ Hot Water | □ Cooking | □ Laundry | □ Other

Customer type: □ Commercial | □ Residential

Business Name (if applicable): _____

Street Address: _____

Contact Name: _____

Daytime Telephone: _____

Email: _____